



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

November 20, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) new classification for the Sheriff's Department, to reclassify 31 positions to implement the results of various classification studies, and to make minor technical corrections.
2. Instruct the Auditor-Controller to make the necessary payroll system adjustments to implement these changes.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications. These

actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organizational Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

New Class

One (1) class is being recommended for establishment in the County Classification Plan (Attachment A). The Criminal Intelligence Analyst, Sheriff will be assigned to the Joint Regional Intelligence Center to support counter-terrorism investigations, and is being established in conjunction with a departmental reclassification (Attachment B).

Reclassifications

There are 31 positions in two (2) departments being recommended for reclassification as a result of individual position studies (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Technical Corrections

Minor revisions have been made to the rates in the standardized salary schedule table originally adopted by your Board on November 28, 2006 to correct typographical errors (Attachment A). The extent of the errors is limited and has no financial impact to existing positions.

FISCAL IMPACT/FINANCING

The projected budgeted cost resulting from these actions is estimated to total \$469,876 (all funds). Net County cost is estimated to be \$453,726. Cost increases associated with the upward reclassification action and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

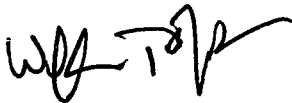
The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Horizons/Choices	0938	Criminal Intelligence Analyst, Sheriff	NN 87C

**TECHNICAL CORRECTIONS RECOMMENDED FOR THE
STANDARDIZED SALARY SCHEDULE TABLE**

Salary Schedule/ Level/Step	Step Rate		First Step Hourly Rate	
	Current Rate	Corrected Rate	Current Rate	Corrected Rate
110G (Step 3)	\$9,556.00	\$9,356.00	No change	
111K (Step 1)	\$8,668.45	\$8,688.45	\$49.819	\$49.933
112G (Step 2)	\$9,556.00	\$9,356.00	No change	
114G (Step 1)	\$9,556.00	\$9,356.00	\$54.920	\$53.770

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Physician Specialist, M.D. N19 P01 Represented	Senior Physician, M.D. N19 M11 Non-Represented

The Physician Specialist, M.D. reports to the Chairman of Obstetrics and Gynecology, and serves as the Division Chief of Reproductive Endocrinology and Infertility Division overseeing and directing all division programs and operations. The position provides direct technical and administrative supervision of all positions assigned to the division which includes Physician Specialist, M.D., Physician, M.D., and Physician Post Graduate positions. In addition, the subject position is responsible for preparing and controlling the division's budget, formulating and communicating policies and procedures to division personnel, conducting training for residents and fellows, and performing surgeries.

The subject position meets the classification standards for a Senior Physician, M.D., a class that has full technical and supervisory responsibility for a small medical program or a unit within a larger medical program. Therefore, upward reclassification to Senior Physician, M.D. is recommended.

SHERIFF'S DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Crime Analyst, Sheriff NN 84C Represented	Criminal Intelligence Analyst, Sheriff NN 87C Represented
27	Operations Assistant III, Sheriff NN 84A Represented	Administrative Services Manager I NN 91A Non-Represented
2	Supervising Operations Assistant I, Sheriff NN 89E Non-Represented	Administrative Services Manager II NN 94A Non-Represented

The subject Crime Analyst, Sheriff position will report to a Sergeant housed in the Joint Regional Intelligence Center (JRIC). The JRIC serves as a model center for intelligence fusion between the federal, state, and local agencies including the FBI, United States Attorney General's Office, State Office of Homeland Security, Los Angeles Police Department, and Los Angeles County Sheriff's Department. The position's responsibilities include analyzing criminal intelligence information obtained through research, leads, or investigations in support of counter-terrorism investigations. In addition, this position creates intelligence products such as link analysis charts, activity or commodity flow charts, time lines, and financial analysis that assist in detecting and tracking relationships and patterns of criminal intelligence activities related to actual and anticipated criminal activity, organized criminal groups, and terrorist organizations.

The aforementioned intelligence-related duties encompass more difficult and complex criminal analysis assignments beyond the scope of the existing Crime Analyst class. Therefore, we have recommended the creation of a new Criminal Intelligence Analyst, Sheriff class, and are recommending the reclassification of this position to Criminal Intelligence Analyst, Sheriff.

The subject Operations Assistant III positions are located in various divisions within the department, and provide technical support to Unit Commanders and Division Chiefs in the areas of human resources and budgeting. The human resources positions oversee all department-wide personnel movement (appointments, transfers, promotions, and demotions), prepare the annual budget requests for new positions, monitor the departmental item controls to ensure accuracy, and conduct random audits of personnel files to ensure compliance with departmental recordkeeping guidelines. The budget positions are responsible for preparing the department's annual general fund budget request for submission to the Chief Executive Office (CEO), monitoring expenditures and revenues including those associated with grants, identifying programs or positions as necessary for curtailment, and preparing statistical reports as needed by management (e.g., overtime reports and forecasts). The two (2) Supervising Operations Assistant I, Sheriff positions function in a lead capacity, and provide technical oversight to the Operations Assistant positions.

The duties of the Operations Assistant III positions meet the definition for Administrative Services Manager I, a class which provides specialized personnel, budget, or other administrative support services. The duties of the Supervising Operations Assistant I, Sheriff positions meet the definition for Administrative Services Manager II, a class which supervises a central staff unit providing budget, personnel, or other administrative services. Therefore, upward reclassifications are recommended.